

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Fisheries Management – (location TBD)	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-341-0765-011

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Senior Environmental Scientist (Supervisory) of Fisheries Management, this position includes the following duties: As the Region's Coho Salmon Recovery Coordinator, coordinates, facilitates, and carries out planning and implementation of complex and sensitive recovery plan strategies for Coho Salmon within the Central California Coast Evolutionarily Significant Unit (CCC ESU). As technical lead for the Region's Drought Stressor Monitoring Program, coordinates field and office activities related to drought stressor monitoring in Bay Delta Region watersheds, leads fish rescue operations, and provides oversight and guidance to Environmental Scientists and Fish and Wildlife Scientific Aids.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<u>ESSENTIAL FUNCTIONS:</u> As Coho Salmon Recovery Coordinator: Evaluate pertinent scientific literature on conservation and recovery of endangered species. Prepare scientific reports, presentations, and Memoranda of Understanding (MOU). Coordinate Coho Salmon recovery activities among CDFW programs and functions. Attend meetings and workshops. Facilitate the flow of information with various federal, state, and local governmental agencies, organizations, stakeholders and other recovery partners. Conduct outreach to stakeholders. Act as liaison to the CDFW Fisheries Branch and CDFW Region 1 Coho Salmon recovery staff and collaborate directly with other Department Coho Salmon recovery staff. Work towards implementation of recommendations of the state and federal Coho Salmon Recovery Plans, the North Coast Salmon Project report development, and implementation of recommendations of the Priority Coho Action Team (PACT) report. Plan, organize, and conduct Coho Salmon rescues, broodstock collections, and fish releases in appropriate watersheds.
30%	As technical lead for the Drought Stressor Monitoring Program: Plan and implement Coho Salmon smolt trapping in Walker Creek and other watersheds as feasible in support of Coho Salmon recovery. Plan, organize, and implement various drought-related activities such as wet-dry mapping, stream flow gauging, refuge habitat mapping/characterization, and other related activities.
15%	As coordinator of the Russian River Coho Salmon Captive Broodstock Program (RRCSCBP): Organize and facilitate periodic meetings of the Technical Advisory Committee (TAC). Ensure operation of the RRCSCBP at Don Clausen Fish Hatchery in accordance with its Hatchery and Genetic Management Plan and collaborate directly with staff and management at Don Clausen Fish Hatchery (Sonoma County) and Kingfisher Flat Conservation Hatchery (Santa Cruz County) on aspects of their respective Coho Salmon recovery programs.

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10%	As grant and contract manager: Manage grant projects and contracts related to Coho Salmon recovery, including proposal review, grant/contract writing, and field inspections as necessary. Provide technical guidance, process invoices, and perform other grant and contract management tasks. Collaborate with other Fisheries Restoration Grant Program staff on issues of Coho Salmon habitat restoration.	
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Other Duties: Perform other administrative duties as required such as completing timesheets, monthly preparation and discussion of significant activities with supervisor, time expenditures reports, and expense claims. Complete all Department-required paperwork and maintain Department policy requirements and Department/State-certified training requirements. Attend job-required training such as fish population estimation and survey protocols, watershed assessment techniques, and for software applications. Assist in training for regional staff and field crews as needed.</p> <p>Special Personal Characteristics: Ability to adapt to changes in priorities and work assignments. Willingness to work irregular hours including weekends and holidays, travel throughout the State; do routine work in order to learn; and wear a uniform. Interest in and aptitude in the work.</p> <p>Interpersonal Skills: Ability to work cooperatively and productively as a member of a team to achieve a common goal. Ability to communicate with constituents and coworkers with tact and diplomacy concerning difficult and sensitive issues. Strong verbal skills with emphasis on being positive and pro-active. Should possess strong listening skills. Must be able to use creative thinking to develop problem solving ideas. Able to make sound decisions. Ability to develop and make effective oral presentations before the public.</p> <p>WORKING CONDITIONS:</p> <p>Work irregular hours including weekends and holidays, and travel throughout the State. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Attend meetings and internal and external training. In addition to working with Regional staff, interact with headquarters staff and members of the public via e-mail, telephone and through virtual meetings. Must possess a valid California Driver License. Ability to drive for up to 8 hours. Ability to lead and conduct biological resource work outdoors for up to week-long trips in variable weather conditions, operate four-wheel drive (4WD) vehicles, wade in streams, and walk over uneven outdoor terrain carrying a 40-pound backpack for up to 6 hours. Backpacking and remote camping may be required on occasion. Occasional overnight travel to reach some project locations may be required.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Manfred Kittel, Senior Environmental Scientist (Supervisory)		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
VACANT, Senior Environmental Scientist (Specialist)		